

CITY OF BRYAN
JOB DESCRIPTION – 8507

Working Title: DEPUTY COURT CLERK

Career Ladder: BUSINESS OPERATIONS **Level:** 130

Division: MUNICIPAL COURT **Department:** CITY SECRETARY

SUMMARY AND PRIMARY FUNCTION

Performs a variety of administrative/paraprofessional responsibilities, sometimes confidential or complex in nature, to assist in the operation of the Municipal Court. This involves heavy customer/public contact.

PRIMARY DUTIES

Receiving payments at front counter; cashiering.
Process citations in accordance to applicable statutes.
Filing and preparation of correspondence.

QUALIFICATIONS AND SKILLS

High school diploma or equivalent with additional, formal education beyond high school desirable.
2-4 years related experience performing administrative, clerical or office support responsibilities in a similar office environment.
Proficiency using a variety of office/laboratory equipment and machines.
Proficiency in operating a personal computer and using more advanced applications in word processing, spreadsheet and graphics.

KNOWLEDGE, SKILLS AND ABILITIES

Ability to learn, understand and apply Penal Code, traffic laws and Class C misdemeanor laws and city ordinances.
Ability to index, file and keep records.
Ability to perform simple arithmetic calculations.
Good written and verbal communication skills.
Excellent public relation skills.

SPECIAL REQUIREMENTS AND LICENSES

Texas Class C driver's license with a good driving record as measured by the City's evaluation system.

EQUIPMENT

Telephone, calculator, typewriter, copier, computer, printer and fax machine.
Work shall be performed with tools, appliances and equipment approved by those agencies and bodies that have control, authority or approval of the design working ranges or limitations of those items; the employee has the responsibility to conform to those ranges and limitations.